

The Child Study Team Process

-What you need to know

1. Who should I refer to Child Study Team?

Any student who may have problems/issues in the following areas:

***Academic concerns, Attendance, Behavioral concerns, bullying, class cutting, family concerns, self-harm, self- injury, suspected drug/alcohol issues, tobacco violation, unexplained drop in grades, violation of school policy, victim/witness of traumatic event, suffered a recent loss, continuation from another Child Study Team (transfer from another District) and possible recommended retention of student in current grade

***Students with an IEP **MAY** be referred to CST.

***Also, students who have performed poorly on any standardized evaluation (Dibels, CDT, iReady) are **STRONGLY** urged to be referred.

Refer early rather than late. Student progress can be monitored and/or examined to determine proper course of action.

ALL referrals are accepted online **ONLY!** Below is the referral form link:

https://docs.google.com/forms/d/e/1FAIpQLSfltDlw8nmBpWv_L8BmkX15wVA4ROADZxugieT2Aqj6seE8sg/viewform

After you submit your referral Google Docs will display a confirmation that your form was submitted. If you do not see **"your submission has been recorded"** then chances are that it was not submitted. Google Chrome is the browser of choice when using PCs at school.

You will receive an invitation to attend a child study team meeting. All meetings are scheduled via Google Calendar.

2. The Next Steps in the CST Process

You will complete an adaptations checklist.

During the meeting with CST all data will be presented to the team (grades, example work, correspondence with home, Dibels etc)

Together we will come up with a Plan of Action (dependent on the information gathered- Title I referral, CSBBH referral, parent meeting, Children's Clinic Tier II Interventions etc).

3. Revisit

After a certain interval, you may be asked to return to the Child Study Team to discuss the progress (or lack thereof) of your student. At this time, data is also needed to

support the claim of progress/lack of progress. Copies of grades, tests, homework, parent conference/calls/emails, Dibels scores are needed to change/adapt the plan, implement a new plan, recommend testing or other course of action.